

MANCHESTER COMMUNITY COLLEGE
Manager of Affirmative Action, Diversity and Inclusion (Manager 2)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Manchester Community College
Job Posting No: #FT-112
Hours: Full Time Position
Salary: Range \$73,400-\$117,400; compensation commensurate with experience. Includes excellent medical insurance.
Closing Date: August 3, 2016

Eligibility Requirement:

Master's degree/Law degree in a related field with experience in equal opportunity, human rights or affirmative action required; experience in an educational setting preferred. Knowledge of state and federal laws, statutes and regulations and Commission on Human Rights and Opportunities regulations, policies and procedures; affirmative action programs, including minority recruiting; employee training and orientation programs. Excellent oral, written, and information technology skills. An understanding of the mission of the community college, a demonstrated ability to respond to and work with multiple constituencies, and involvement in support of a culturally and ethnically diverse population are essential.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position.

Responsibilities:

The Manager of Affirmative Action, Diversity and Inclusion, reporting to the President:

- Provides oversight and coordination of the college's Affirmative Action and Equal Employment Opportunity programs and compliance with state and federal laws
- Leads the development, implementation and maintenance of the College's affirmative action plan. Investigates complaints and grievances related to EEO, discrimination and harassment.
- Coordinates training for employees related to AA/EEO and Title IX requirements.
- Provides guidance on federal and state laws related to Affirmative Action and EEO.
- Provides leadership for revisions to or creation of related college policies and procedures and is responsible for providing services required for affirmative action compliance
- Serves as Title IX Coordinator and Americans with Disabilities Act (ADA) Coordinator
- Administers training programs required by the State of CT and the collective bargaining contracts, as well as develops and/or coordinates appropriate training programs for MCC staff
- Contributing to the effective recruitment of diversified applicant pools.
- Performs related responsibilities as required by the President..

Application Instructions: Please reference job posting number (#FT-1112) on application material.

Incomplete application materials will not be accepted. Send letter of intent, resume, transcript (unofficial acceptable), the names of three professional references, and completed *BOR (MCC version) Employment Application to:

#FT-112 Human Resources Department
Manchester Community College
Great Path, P.O. Box 1046 - MS #2
Manchester, CT 06045-1046

*ConnSCU Board of Regents Employment Application available online in the Human Resources/Payroll section at:

<https://www.manchestercc.edu/form-depot/>

(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

Background Checks

Manchester Community College is committed to providing a safe campus community. MCC conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

Continuing Notice of Nondiscrimination

Manchester Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity, Inclusion and Staff Development, Manchester Community College, Great Path, P.O. Box 1046, Manchester, CT 06045-1046, 860-512-3107, or by email at lglende@manchestercc.edu.

Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.